



AB|NT|NU

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## REGIONS COMMITTEE TERMS OF REFERENCE

Approved: June 9, 2023

Updated: June 9, 2023

### **Purpose**

The Regions Committee shall support the work of Skate AB|NT|NU employees to further the development of each Region and related activities within the Section by participating in, and providing guidance to, strategic initiatives and Club and School support enhancements guided through survey results, experience and in-depth knowledge of the Regions' operations. The Regions Committee will operate under the direction of the Executive Director and serve as the intermediaries between the Executive Director and their support staff and the individual Local Region Committees. Combined, the Regions Committee and Executive Director will ensure that strategies and support incorporate diverse voices. The Regions Committee Lead will be assigned annually by the Executive Director.

### **Authority**

- The Committee may develop and approve procedures and guidelines pertaining to their particular area of responsibility
- The Committee may make policy recommendations to the Board of Directors or the appropriate Standing Committee by way of motion. The Executive Director will serve as the conduit between the Committee and the Chair, Board of Directors
- The Committee has no authority to contravene or change Skate AB|NT|NU Bylaws, or Board approved policies.
- The Committee has no authority to approve changes to operational budgets but may recommend budget add-ons or programming initiatives with budget implications to the Executive Director
- Working Groups may be formed within the committee according to established processes

### **Committee Composition**

The Regions Committee is comprised of:

- Eight (8) elected Region Representatives (voting)
- Nunavut Representative (invited guest, non-voting)
- Executive Director (non-voting)
- Section Resource, if required (non-voting)

### **Terms**

Each Local Region Committee Representative shall serve for a two-year term without remuneration.

Odd Years: Calgary, Central Northeast and Peace Regions

Even Years: Edmonton, Northwest, NWT and South Regions

- In the event of a vacancy of the Committee Lead, the Executive Director, in consultation with the Section Chair, will appoint a qualified person to fill the vacancy until the end of the term
- Members of the Committee will be elected in conjunction to the Section Bylaws
- In the event of a vacancy of a committee member, a qualified person may fill the vacancy as per the stated vacancy procedure
- The Executive Director may remove any member of the Committee who, at any time, fails to comply with these Terms of Reference, Skate AB|NT|NU Policies or Skate AB|NT|NU Bylaws

### **Responsibilities of the Committee Lead**

- Review the Terms of Reference annually
- Lead the development and the implementation of the Committee Annual Work Plan; identifying any specific deliverables
- Call and conduct all Region Committee meetings
- Ensure participation by Committee members
- The Committee Lead prepares minutes (or delegates to an agreeable committee member), file and make available to the Board of Directors, Section staff and all Standing and Operational committees
- Prepares and submits an Annual Report in April
- Prepare and submit written Regions Committee reports to the Section Board of Directors at least three (3) times per year (Fall, Winter and Year End (Spring))
- Identify candidates for future participation in Local Region Committee by maintaining a pipeline of candidates for each Region

### **Function of the Regions Committee**

#### *Meeting Procedures / Outputs:*

- Committee members attend meetings, are prepared and review materials in advance, are punctual, actively participate in meetings, conduct themselves professionally, participate and contribute to committee work and notify the Committee Lead if they will be absent
- All Committee members are expected to participate in the development of the Committee Annual Work Plan
- Provide additional communication to the Board of Directors as requested by the Executive Director
- Review and update all documents, manuals and forms related to the Committee
- To encourage and monitor Skate Canada programs in all communities
- Region Representatives to chair and lead their respective Local Region Committees and abide by the Local Region Committee Terms of Reference
- To be familiar with the Regions Operations Manual which is used as a guideline for the role as Region Representatives

#### *Communication:*

- To encourage, coordinate, approve and monitor Region activities in the areas of competitions, and test days, in conjunction with the Competition Committee Lead, the Evaluators/Judges Lead and Member Services Coordinator
- To improve and enhance communications amongst Region members and across Regions
- To develop, implement and monitor tools and strategies to encourage closer working relationships and consistency between all Regions and within Regions
- Participation in Region-based communications, meetings and Town Halls
- Where issues cannot be resolved at the Club/school level the Club/school should reference and follow the Section Dispute Resolution Process by way of the Events & Safe Sport Manager

#### *Leadership:*

- To support a safe, open and inclusive environment for everyone regardless of race, ethnicity, indigeneity, religion, class, size, ability, gender identity, gender expression and sexuality in all matters, discussions and outcomes of the Committee
- To provide strong and positive leadership that models fair and respectful behaviour
- To provide input / advice / expertise as required on any Club/school matters within the Section
- Identify opportunities for enhanced processes or tools to aid the Section Clubs / Schools in achieving optimal efficiency
- Take the lead on documenting suggested processes and communication or tool enhancements and proposing such enhancement to the Regions Committee
- Region Representatives will take each opportunity to encourage Clubs / Schools in their Region to complete the appropriate Respect in Sport / Safe Sport certifications to ensure education and safety are top priorities within the Clubs/Schools
- Region Representatives are responsible for encouraging their respective Clubs / schools within their Region to participate in the Section Awards Program and to assist the Section Office in creating awareness of the Awards Program;
- Participate in annual recruitment and succession planning at the Region and Section levels
- To encourage communities to establish Skate Canada Clubs / Schools and support the establishment and ongoing maintenance and monitoring of the Clubs / Schools
- To be familiar with the Skate Canada Code of Ethics and other Skate Canada policies and programs related to Clubs / Schools

*Annual Deliverables:*

- The Regions Committee is responsible for the complete execution of the mandatory, Annual Club Survey. This involves: annually reviewing the content / questions of the survey, updating as required (ensuring Year over Year consistency), distribution (by way of Section Resource), analysis of findings and finally providing a written report detailing observations and implications / recommendations to the Executive Director
- A Year-end, (final) Work Plan, detailing the completion of all planned work
- Reviewed and Approved Local Region Committee & Regions Committee Terms of Reference document
- Reviewed and Approved Local Region and Regions Committee Operations Manual
- Reviewed and Approved Region Committee Policies such as: Club in Good Standing Policy

**Meetings**

- The Local Region Committee meetings schedule, determined at the beginning of each Season, includes a minimum of two (2) meetings per year; (Fall and a Region Annual General Meeting to be held no later than fourteen (14) days prior to the Section ACGM.) must be communicated to the Committee Lead by the first Regions Committee Meeting
- Meetings are conducted as per the Board and Committee Meeting Procedures
- Develop a meeting schedule to facilitate achievement of the Committee's Work Plan
- The Section Chair and Executive Director may attend any Committee Meeting at their discretion

## LOCAL REGION COMMITTEE – TERMS OF REFERENCE

Approved: June 9, 2023

Updated: June 9, 2023

### **Purpose**

The Local Region Committees are responsible for the leadership and support of the Skate AB|NT|NU regions. The formulation, operations and elections of the committees are consistent across Regions. Each committee may execute initiatives specific to their Region needs however idea generation should be shared across Regions (Region Committee Meetings) to maximize efficiencies and successful programs. Local Region Committee must operate in a manner that provides diverse voices to be heard and focus on creating opportunities for under-represented community groups. The Committee facilitates and promotes Skate Canada programs, policies and procedures.

### **Authority**

The Local Region Committee is responsible for the leadership of the Region. The Committee operates under the direction of the Executive Director of Skate AB|NT|NU (Section) through the Regions Committee. The Committee represents the members of the Region and reports to the Section Regions Committee through the Region Representative. The Committee facilitates and promotes Skate Canada programs, policies, and procedures in coordination with the Section Office. Responsibilities include co-ordination of activities, sharing of information and providing support to Clubs/Skating Schools, coaches, parents, skaters, and officials.

To fulfill responsibilities the Local Regions Committee has the authority to work with Region Club Presidents, Skating School Directors, Coaching Representatives, Coaches, Officials, and Section staff as required. Resources for work to be completed should be designated from volunteers in the Region.

Working groups may be formed within the Local Region Committee according to the established process.

### **Committee Composition**

Committee shall consist of a minimum of five (5) elected persons, to a maximum of eight (8), each elected by the representatives of the region Clubs/Skating Schools:

- Region Representative
- Assistant Region Representative
- Secretary / Treasurer \*may separate roles if required
- Assessment Coordinator
- Region Coaching Representative (this position is elected from amongst the coaches in good standing of the region)

Annual, short term Committee Member participant:

- Local Region Committee Nominating Chair

Optional Committee Members:

- Past Region Representative
- Member-at-Large (up to two (2) positions may be filled)

### **Local Region Committee Member Eligibility**

- Must be a Skate Canada Registrant in Good Standing for the duration of the term served
- No member of the Local Regions Committee may currently be sitting in a position on the Section Board of Directors
- All Local Region Committee members must have an up-to-date Certificate in Respect in Sport Activity Leader, offered by Skate Canada at no cost, prior to December 15th of the current season.

## **Terms**

Each Local Region Committee member shall serve for a two-year term, and a maximum of three (3) terms, without remuneration.

*Calgary, Central Northeast and Peace Regions:*

**Even Years:** Assistant Region Rep, Secretary/Treasurer, Coaching Rep, Member at Large

**Odd Years:** Region Rep, Assessment Coordinator, Member at Large

*Edmonton, Northwest, Nunavut, NWT and South Regions:*

**Even Years:** Region Rep, Assessment Coordinator, Member at Large

**Odd Years:** Assistant Region Rep, Secretary/Treasurer, Coaching Rep, Member at Large

## **Responsibilities of the Chair**

- In consultation with the Local Region Committee, development of an annual plan of meeting dates and significant matters to be considered at each meeting
- Maintenance of the Local Region Committee Annual Work Plan to be updated and reviewed at each meeting
- Call and conduct all meetings
- Ensure minutes are being recorded and Section Procedures for meetings followed
- Save minutes of each meeting on the Section Sharepoint after finalized
- Ensure participation by Committee members
- Identify candidates for future participation in Local Region Committee by maintaining a pipeline of candidates
- Identify and engage potential candidates in the Region who may be interested in participating at the Section level
- Escalate any concerns to the Section Staff Resource
- Represent the Local Region Committee on the Regions Committee

## **Function of the Local Region Committee**

- To support a safe, open and inclusive environment for everyone regardless of race, ethnicity, indigeneity, religion, class, size, ability, gender identity, gender expression and sexuality in all matters, discussions and outcomes of the Committee
- To provide strong and positive leadership that models fair and respectful behaviour
- The members of the Local Region Committee are encouraged to hold meetings amongst the committee members to discuss activities, issues, concerns, initiatives within their Region.
- Review the Terms of Reference annually
- Develop, implement and monitor an annual work plan
- Identify and recruit potential Skate AB|NT|NU volunteers
- To encourage and monitor Skate Canada programs in all communities
- To encourage communities to establish Skate Canada Clubs/skating school and support the establishment and ongoing maintenance and monitoring of the Clubs and Skating Schools
- To encourage, coordinate and support the Region activities in the areas of competitions, CanSkate Element Events, assessment days and Region clinics.
- To facilitate communication amongst region members
- To provide assistance, as required, to region members, Clubs and Skating Schools. Where issues cannot be resolved at the Region level they are to be referred to the Events & Safe Sport Manager
- To provide input / advice / expertise as required on Club/skating school matters within the Region
- To provide Skate Canada literature, materials and workshop information on a timely basis
- Carry out these duties in a manner that encourages a long term view of the Region / Section's leadership needs

## **Meetings**

A minimum of two (2) meetings per year with member Clubs / Skating Schools shall be held in each Region

- One in the fall (September) and one meeting in each year will be designated as the Annual General Meeting
- Additional meetings are encouraged to be held as required
- Minutes will be taken at each meeting and circulated to all members of the Region Committee by the Secretary / Treasurer within two weeks of the meeting
- Meetings are conducted according to the Operating Standards for Local Regions Committee
- Section Staff or members of the Skate AB|NT|NU Board of Directors may attend any Local Region Committee meeting